

NEFAP Executive Committee

Meeting Summary

August 17, 2011

1. Roll call:

Chair Marlene Moore called the NEFAP Executive Committee meeting to order on August 17, 2011 at 1:30pm EST in Bellevue, WA. Attendance is included in Attachment A. There were 13 committee members present at the meeting (John Moorman by phone).

The minutes from the 7/22/11 meeting were distributed and will be reviewed at the next meeting.

2. Charter/Committee Objects

Marlene reviewed the charter of the group (see slides in Attachment B).

3. Advocacy

The brochure has been completed and is available at the conference. The committee and audience were encouraged to take extra copies to share with people and organizations that would have an interest in NEFAP.

A number of EC members have been giving presentations at various conferences that they already planned to attend or that are near their home locations.

Justin is working on a white paper to give an overview of the program – merits and benefits. It will also compare NELAP and NEFAP to clear up some confusion. Justin has also been approached by various publications for an article. The white paper will help to prepare these articles.

Justin and JoAnn are helping to include advocacy information in the training review SOP.

4. Vote on SIR #4

This following is the response approved for voting at the last meeting:

Volume	Volume 1: FSMOs
Section (eg. C.4.1.7.4)	3.1
Describe the problem:	Does Environmental Sampling include sampling at water and

Response	wastewater plants?
	3.1 Environmental Sampling: Equivalent to “Field Sampling.” See Clause 3.5. 3.2 Field: Any location outside the controlled environment of a laboratory. 3.5 Field Sampling: The process of obtaining a representative portion of an environmental matrix suitable for laboratory or field measurement or analysis. In the definitions of the terms "Environmental Sampling" (3.1) and "Field Sampling", the operative term is “Field”. In Clause 3.2 “Field” is defined as distinct from the “controlled” laboratory environment. It follows that the sampling sites for waste and drinking water treatment plants would be outside of a controlled environment so the answer to the question is “yes”. If the FSMO seeks accreditation to the TNI FSMO Volume 1 standard then the requirements in this standard apply.

Mike motioned to accept the language as written. The motion was seconded by Dane. The motion was unanimously approved. It will be posted on the website.

5. Evaluation Steps

See slides in Attachment B.

The Lead Evaluator (LE) does the documentation review and then sends a template letter to the ABs with the result of the review.

If the AB is an ILAC signatory – the next step is a witnessing done by an experienced technical evaluator.

Each AB has received a recommendation letter from their LE. Marlene shared an example letter. The AB cannot start any FSMO assessments until all corrective actions have been completed by the AB.

All applicant ABs have been recommended by their LE to continue with the accreditation process. A letter was sent to each AB.

Calista moved to accept the four letters from the LEs. The motion was seconded by Justin and it was unanimously approved by the committee.

The four ABs are A2LA, ACLASS, LAB and PJLA.

The Evaluation SOP needs to be reviewed and updated. There are some concerns being expressed about what the SOP states regarding the documents that must be shared with the NEFAP EC before the final AB acceptance vote. Keith expressed that ABs should not receive a copy of any detailed portion of the audit. Cheryl noted that the information is needed to make a decision.

The Voting SOP needs revision. It was sent out this week, but further revisions are needed.

The SIR SOP needs to be completed by December 2011.

The General SOP (5-101) and the TNI SOP (1-101) need to be reviewed for consistency. Marlene will begin this review.

6. Nomination Committee Report

Jan reported that the SOP needs to be revised.

The committee made the following recommendation:

After looking at the nomination SOP and other procedures for the Executive Committee the following items are recommendations of the nominating committee.

The Executive Committee was formed as an interim committee to oversee and institute NEFAP accreditation for Accrediting Bodies and FSMO's. The program is still being implemented at this point there are still no accredited AB's nor FSMO's. Therefore the duties of the interim committee have not been completed and the EC should remain as it is until the program is up and running and the following items addressed.

Since the nomination SOP calls for a balance between accredited AB's , accredited FSMO's, and Others there is no way to elect individuals to achieve balance. The current members are presently representing the interest of the identified stakeholders. As it was pointed out, even though individuals are representing varying interests at this point, and we have those interests balanced, we should all be considered Others at the present time. The Nomination SOP has no section for term lengths for the various stakeholders so that issue needs to be addressed in the procedure. Therefore the nominating committee recommends that the SOP be revised to make the needed additions.

There is no procedure for replacing EC members, either those that are interim nor those that will be elected in the future. A procedure for this needs to be added to the nomination SOP.

It is the recommendation of the nominating committee that all members of the EC remain on as they have indicated they are willing to do so. Since Lauren Hedrick has been

suggested as a replacement for Brian Connor, by Brian, we recommend that she be appointed.

All other candidates would remain on the slate and elections would be held when the program has been implemented. Until those elections are held we would encourage those candidates remaining on the slate to participate in the FAC expert committee and also be a part of the conference calls for the EC.

The Nomination SOP states that elections are to be held in the first three months of the calendar year with the term for each nominated candidate to accompany their name. Therefore it is also the recommendation of the nominating committee that elections be held in the first quarter of 2013. The entire EC would submit their names for election and term limits plus any other candidates that would be interested. At that point the nominating committee would be able to present a slate of candidates to achieve the balance that is called for in the Nomination SOP.

Scott Evans motioned to accept the recommendations from the nominating committee. The motion was seconded by Mike Miller. There was no discussion. The motion was unanimously approved.

Justin motioned to accept Seb Gillette to be added to the committee to replace Michelle Henderson. The motion was seconded by Scott. The motion was accepted unanimously.

Mike motioned to accept Doug Leonard to be added to the committee to replace Patrick. The motion was seconded by Mike.

Discussion:

This change would add an “AB” to the Executive Committee and decrease an “Other”. No one group would have dominance (6 AB, 5 FSMO, 4 Other).

The motion was unanimously approved.

The Executive Committee now has 15 members.

7. Interim Accreditation

See slides in Attachment B for description of concern. Interim is not part of ILAC. It is an option and not a requirement. Keith supported Randy’s concern.

Scott considers that the interim accreditation is very important. He is concerned that this change is only being considered because of ILAC. He thinks there are instances where it takes time to get to the on-site assessment and the customer may also have a problem with the assessment being performed without some sort of interim accreditation in place.

Janice (Navy): If Interim would be considered – she would like to see that it is clearly identified as interim on the certificate. Her office would not want to use someone that had an interim accreditation.

Maggie: Stack testers are actually individually assessed through another process - certification.

Mitzi: It is difficult to get someone out of an accreditation if you give them an interim accreditation and there problems. Also, her experience in reviewing certified stack testers is that they are not currently in compliance with the standard. A mock assessment would be better than an interim accreditation. Scott pointed out that the certification is that the stack tester has a level of competence ... not that they were in compliance to the standard.

Bob D.: Noted that this suggestion has already been made in the FAC and encouraged people to attend FAC meetings.

8. Lead PT Table

The traditional PTs historically in soil were for ICP and these new ones are geared towards XRF.

Marlene re-wrote the policy distributed at the last meeting (see slides in Attachment B).

Sections were read from the standard and currently PTs are only an option – 7.15.1.1, 7.15.1.2, 5.9.1, 7.9.2.15, etc ...

It will be client, regulatory and data quality objective driven. There are some programs that require PT accredited providers.

There will be further discussion at the next meeting.

9. Action Items

See Action Table – Attachment B.

10. New Business

None.

9. Next Meeting

The next meeting of the NEFAP Executive Committee is September 1, 2011 at 2:00pm EST.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned 4:45pm EST.

Attachment A
Participants
TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Keith Greenaway (Vice-Chair) Present	ACCLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Dane Wren Present	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.com
Scott Evans Present	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Present -	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Present	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B – Presentation Slides



NATIONAL ENVIRONMENTAL FIELD ACCREDITATION PROGRAM

PRESENTED BY
NEFAP Executive Committee




AGENDA

PM Session – 1:30 – 5:00

- Introduction
- Minutes
- Advocacy update
- Vote of SIR #4
- Recognition Status
- Report from evaluators
- Next Steps, SOP Revisions
- Nomination committee report
- Interim accreditation – policy
- PT Exec Committee adoption Lead
 - PT TNI policy
- Action items
- Open discussion

Break at 3:00




Introduction

- Committee Members
 - Charter
 - Past work available on website <http://www.nelac-institute.org/>
 - +How to be an AB
 - +How to be FSMO




NEFAP Executive Committee Objectives

- Implement a national accreditation program that is consistent with the TNI FSMO standards.
- Establish adoption and formal acceptance of the program through an advocacy program including supportive contracts, communications, and direction to the stakeholders as well as input to the Field Activities Expert Committee regarding additional standards needs.
- Ensure consistent implementation by the ABs as an integral part of the recognition process, including the implementation of AB evaluation protocols, peer review processes, and an open input policy to ensure an effective forum and corrective action processes in support of all stakeholders.
- Develop field accreditation program guidance, procedures and policies that meet the needs of the environmental community as well as regulatory and industry specific requirements and are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements.




NEFAP Executive Committee Objectives

- Collaborate with affected stakeholders to develop a national program that balances the needs and interests of all stakeholders while balancing considerations of cost; practical concerns, and the quality and consistency of environmental data.
- Continually evaluate and establish success measures to target opportunities for improvement.
- Develop and maintain the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent standards implementation and AB recognition.
- Utilize existing and future stakeholder organizational infrastructure and resources to accomplish mission.




Minutes

- Distributed yesterday from July 22 meeting
 - Review/Comment
 - Vote next meeting





Update

- Advocacy – Justin Brown
 - Brochure – JoAnn Boyd
 - Approval Process
 - ✦ Courses/Presentation
 - ✦ FAC working on Training SOP
 - ✦ Tomorrow's discussion




Vote on SIR #4

Volume	Volume 1: FSMOs
Section (eg. C.4.1.7.4)	3.1
Describe the problem:	Does Environmental Sampling include sampling at water and wastewater plants? 3.1 Environmental Sampling: Equivalent to "Field Sampling." See Clause 3.5. 3.2 Field: Any location outside the controlled environment of a laboratory. 3.5 Field Sampling: The process of obtaining a representative portion of an environmental matrix suitable for laboratory or field measurement or analysis. In the definitions of the terms "Environmental Sampling" (3.1) and "Field Sampling", the operative term is "Field". In Clause 3.2 "Field" is defined as distinct from the "controlled" laboratory environment. It follows that the sampling sites for waste and drinking water treatment plants would be outside of a controlled environment so the answer to the question is "yes". If the FSMO seeks accreditation to the TNI FSMO Volume 1 standard then the requirements in this standard apply.
Response	




Evaluation Steps

- Applications Received
- Letters to ABs
 - EC approves structure of Team for document review
- Reviewed by Lead Evaluators

Letters presented to EC




Lead Evaluators

- Doug Berg
- Bill Hirt
- Randy Query
- Jason Stine




Technical Evaluators

- Dane Wren
- Justin Brown
- Kim Watson
- Jan Wilson
- Calista P. Daigle




Letters

- Lead Evaluator Letters
 - Recommendation to continue process after document review
 - EC Acceptance of letters
 - August 5, 2010 - Minutes





Applicant ABs

- American Association of Laboratory Accreditation (A2LA)
- ANSI-ASQ National Accreditation Board/ACLASS (ACLASS)
- Laboratory Accreditation Bureau (L-A-B)
- Perry Johnson Laboratory Accreditation, Inc. (PJLA)




Next Steps

- ABs accept applications from FSMOs
 - AB Notify lead of FSMO assessment
 - Technical Evaluator selected from list
 - Technical Evaluator complete evaluation
- Lead and Technical complete evaluation report per SOP
- Recommendation letter presented to EC for Vote on recognition




Next Steps

- Review Evaluation SOP for final report submission and process review
 - Revise by October 2011
- Review Voting SOP
 - Revise by October 2011
- Review SIR SOP
 - Revise by December 2011




Nomination Committee Report

- See Report
- Revise Nomination Committee SOP
- Replacement members
 - Resignation letter
 - Member Vacancy




Interim Accreditation

- The interim accreditation clause is V2 7.9.2.1.2 a-c.
 - a) If the accreditation body has determined that a FSMO has completed all of the requirements for accreditation except that the accreditation body cannot schedule an on-site assessment, the accreditation body may issue an interim assessment.
 - b) Interim accreditation may also be granted in the event the FSMO completes all the accreditation requirements, except for the successful completion of any applicable PT samples
 - c) Interim accreditation status shall not exceed 12 months from the date of issuance of the interim accreditation.




Lead PT Table

- FSMO PT for Lead
 - Available after January 2012
 - Do we need to adopt a policy?





Proposed Policy on Proficiency

- The NEFAP Executive Committee has adopted the following policy for implementation by recognized accreditation bodies.




Policy on Proficiency

- The AB shall require and oversee the PT performance of each applied and accredited FSMO pursuant to the requirements of the TNI-FSMO Standard Volume 2 Section 7.
- An FSMO shall analyze available PT samples for each scope of accreditation as required by the AB's policy, regulatory program or client requirements.




PT Policy

- The NEFAP Accreditation Body (AB) shall identify the use of PT samples from a TNI PT Provider (PTP) accredited by a TNI recognized PTP accreditor where available and if no other regulatory or program requirements exist.




Action Items

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	5/3/10	Still need this information.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	10/4/10	Moved responsibility for action item to Calista. Take a look at inconsistencies in responses in application.
49	Update FSMO checklist based on Jan's changes.	Kim	Savannah	In Progress
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	In Progress
60	Review DRAFT NEFAP SIR SOP	All	Next Meeting	
61	Work on Contract with ABs.	Marlene	Next Meeting	




Continued

62	Set-up voting process for Nominating Committee.	Jan / Marlene	June 2011	
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	In Process
64	Contact Kim regarding Voting SOP update.	Marlene	Next Meeting	Complete
65	EC members who want to continue on the EC should contact Jan to confirm their interest.	All	7-31-11	
66	Marlene will check with Cheryl to see if AIHA will continue to participate.	Marlene	7/22/11	Complete. Yes.
67	Jan will contact Lauren to complete a nomination form.	Jan	7/22/11	Complete
68	Review FSMO Checklist to ensure all changes have been made.	Mike	Next Meeting	In Process




Backburner

	Item	Meeting Reference	Comments
1	Establish Stack Testers Subcommittee	2-18-10	
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
3	Does something need to be dictated as to how the AB's prepare the scopes for the FSMOs?	5-24-10	
4	Review Charter.	October 2011	





Open Items

- Any other discussion?

Come to the FAC meeting tomorrow for standards input!

We have over 60 suggestions to date!



THANK YOU !!!

FOR MAKING THIS HAPPEN



Attachment C

Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	5/3/10	Still need this information.
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
44	Start FAQs for Application.	Calista	12/31/11	Moved responsibility for action item to Calista. Take a look at inconsistencies in responses in application.
49	Update FSMO checklist based on Jan's changes.	Kim	Savannah	Complete
52	Prepare an AB Evaluation Flowchart.	Keith	Savannah	Marlene will resend flowchart.
60	Review DRAFT NEFAP SIR SOP	All	Dec 2011	
61	Work on Contract with ABs.	Marlene	Next Meeting	
62	Set-up voting process for Nominating Committee.	Jan / Marlene	June 2011	Move to Backburner
63	Consider need to formally adopt Vol 3 and Vol 4 – PT Provider and PTPA standards.	All	Next Meeting	In Process
65	EC members who want to continue on the EC should contact Jan to confirm their interest.	All	7-31-11	Complete
68	Review FSMO Checklist to ensure all changes have been made.	Mike	Next Meeting	In Process
69	Send SIR #4 for posting on the website.	Ilona	8/24/11	Complete – 8/21

Attachment D

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
1	Establish Stack Testers Subcommittee	2-18-10	DELETE – Done in FAC
2	Develop procedure for electronic voting for new NEFAP Executive Committee members.	3-18-10	
3	Does something need to be dictated as to how the AB's prepare the scopes for the FSMOs?	5-24-10	DELETE
4	Review Charter.	October 2011	